

**Document Conversion Services**

# AN INTELLIGENT APPROACH TO DIGITIZING DOCUMENTS

All the benefits of going electronic, without the uncertainties and high costs

DOCUMENT MANAGEMENT SOLUTIONS



Converting your paper-based records into electronic documents can yield tremendous benefits: reducing physical records storage requirements, streamlining access and distribution of information across your organization, and reducing records management costs.

But there are many pitfalls that can undermine the effectiveness of an imaging solution. Relying on Iron Mountain's expertise, you can implement a new document conversion program – or redesign your current program – confident of achieving your goals without the capital investment, long lead times and uncertain outcomes of an in-house solution.

An Iron Mountain solution allows you to:

- Support electronic processes
- Reduce storage costs
- Enable faster search and retrieval
- Provide anytime, anywhere access to documents
- Ensure scalability and reliability
- Deploy new capabilities with minimal capital outlay

**FEATURES AT-A-GLANCE**

- Intelligent scanning: scan only what you need, when you need it
- Desktop solutions easily integrate with your current paper workflow
- A seamless interface with your in-house Electronic Document Management (EDM) system or Iron Mountain-hosted image archive
- Ensure best practices for document security, access, and compliance
- Rapid implementation with little or no capital investment
- Services available onsite or offsite
- Iron Mountain can perform document conversion or manage the conversion process

**AN INTELLIGENT APPROACH TO SCANNING**

Scanning 100 percent of your documents may not provide the most cost-effective solution for your situation. Iron Mountain solutions provide intelligent scanning, based on the access requirements for different types of documents.

Frequently accessed documents or document elements – such as the customized coverage page of an insurance policy – are always scanned. Documents that are rarely accessed are not scanned until they are actually requested; they are then quickly delivered through our Image On Demand™ service. A well-designed, selective scanning program can yield dramatic reductions in conversion costs while meeting document access requirements.

## Document Conversion Services

### BACKFILE CONVERSION

If you have a backlog of paper records that are costly to store and manage, Iron Mountain can help you establish a fast, efficient process and perform bulk conversion of those records to electronic form. Backfile conversion reduces or eliminates on-site physical records storage and makes records easier to search, access and distribute.

Proprietary web-based tools provide an efficient way to identify unneeded records so they can be safely purged, without requiring your staff to physically examine the contents of every carton.

### DAY-FORWARD CONVERSION

While many types of records are initially created on paper, companies often want to quickly convert them to electronic form to support electronic workflow processes. Iron Mountain experts can help you establish a conversion process that integrates smoothly with your existing business processes. We can handle document conversion as an in-house or outsourced solution.

### IMAGE ON DEMAND

Image on Demand provides a cost-effective conversion solution for paper-based documents that have low retrieval needs. Rather than scanning all documents, which can be costly – and is often unnecessary – you can outsource a complete document library to Iron Mountain, with users only requesting specific documents “on demand”, as needed. Those documents are quickly retrieved, scanned and made available within hours. This “pay as you go” service minimizes costs by only digitizing requested documents.

### DESKTOP DOCUMENT CAPTURE

Tools for desktop document capture allow you to efficiently image documents from widely distributed locations and make them available for retrieval by your end users.

Documents are indexed and bar-coded by those who know them best – your knowledge workers – as part of standard workflow processes. Documents are then locally converted to image using a scanner, photo copier, or fax and sent to an Iron Mountain server and made available for search and retrieval. The document capture process stays under your control, with the documents kept in-house while they are being processed.

### X-RAY ON DEMAND

X-ray on Demand (XOD) is a digitization service for healthcare organizations storing radiology films with Iron Mountain. When a specific X-ray study is requested, Iron Mountain retrieves, digitizes, and converts the film to a DICOM (Digital Imaging and Communications in Medicine) format. It is then indexed, encrypted for security, and sent to the customer’s Picture Archiving and Communications Systems (PACS) or an Iron Mountain hosted PACS archive for immediate viewing, downloading, or printing.

### X-RAY BACKFILE SCANNING

We can also plan and manage a high-volume, backfile scanning project to digitize your library of x-ray films.



**ABOUT IRON MOUNTAIN.** Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company Web site at [www.ironmountain.ca](http://www.ironmountain.ca) for more information.

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